

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN CONSULATE GENERAL, FRANKFURT/MAIN

SUBJECT:

VACANCY ANNOUNCEMENT NO. 90-04

DATE:

September 23, 2004

POSITION TITLE : Administrative Clerk (2 positions)

POST POSITION TITLE : Aviation Safety Assistant

LOCATION : American Consulate General Frankfurt, FAA Frankfurt IFO

OPEN TO : All Interested Candidates

SALARY : - (Ordinarily Resident)
Position Grade: FSN-06 – EURO 32,972 p.a. (*)
- (Not Ordinarily Resident: EFM/MOH)
Position Grade: FP-08 – US\$ 26,616 p.a.
– position grade to be determined by Washington (*)
(*) Full Performance Level: The successful candidate will be hired at a lower grade level (Training Level) should s/he not meet all requirements of the position

SCHEDULE : Full-time, 40 hrs./week

OPENING DATE : September 24, 2004

CLOSING DATE : October 08, 2004 (close of business)

SECURITY REQUIREMENT : Selected candidate will be required to undergo both a medical and security clearance prior to employment

NOTE:

Non-German/Non-EU and American citizens, who are not Appointment Eligible Family Members, Eligible Family Members or U.S. citizen Members of Household (MOHs), as defined below, must possess a valid German residence and work permit in compliance with host government laws and regulations prior to application. **Copies of the permits must be sent with the application. The Consulate cannot sponsor applicants for either permit.** Local Hire Staff (LES) having served less than 12 months in their current position are not eligible to apply. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

All applicants are instructed to address all required qualifications detailed below with specific examples and comprehensive supporting information. Only applications which address the required qualifications are to be considered eligible. Applicants **must** submit a complete application for each position s/he is applying for.

Application Procedure: Interested candidates must submit either an "Application for Employment" DS 1950, or a current resume or curriculum vitae that provides the same information as on DS 1950. Both, "Application for Employment" or the resume must include a letter of introduction and documentation (e.g. essays, certificates, awards, copies of degrees earned) that address the requirements of the position listed above. **Application language is English.** Certificates, awards or degrees in English/German do not need to be translated.

BASIC FUNCTION OF POSITION:

Incumbent serves as Administrative Clerk (Aviation Safety Assistant) in a Flight Standards International Field Office. Provides semi-technical, administrative, and automation support to the field office staff by obtaining background data, preparing reports, reviewing applications, interviewing applicants, processing certificates, entering into and extracting information from various automated systems and programs, maintaining technical and administrative files.

QUALIFICATIONS REQUIRED:

- **EDUCATION:** Successful completion of High School is required.
- **EXPERIENCE:** Work in responsible administrative positions including 2-3 years general office and/or administrative experience is required.

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- **LANGUAGE:** Level IV (fluent) in English (read/write and speak) is required.
- **KNOWLEDGE, SKILLS, ABILITIES:**
- Knowledge of FAA Internal Policies and Agreements.
- Visa requirements for PMI and PAI.
- Bilateral Aviation Safety Agreement and Maintenance Implementation Procedure.
- Knowledge of regulatory and agency requirements.
- Problem solving skills such as relate customer needs to Agency requirements.
- Communication skills required for dealing with all levels of government and industry officials.
- Skilled in use of computers and automation programs including the MS Office suite.

Selection Criteria: When equally qualified, Appointment Eligible Family Members (AEFM's) and U.S. Veterans will be given first preference. Therefore, it is essential that candidates address the required qualifications in their application. Proof U.S. veteran's preference (copy of Form DD-214) must be submitted with the application. The Consulate will consider issues such as conflict of interest, nepotism, residency status and whether applicant has work permit, in determining successful candidacy. Employees serving a probationary period are not eligible to apply.

Submit Applications To:
American Consulate General
Human Resources Office
Siesmayerstrasse 21
60323 Frankfurt am Main

Point of Contact:
Fabian Bachmann
Telephone: 069/7535-3480
Fax: 069/7535-3477
www.usembassy.de/frankfurt

Definitions:

1. **Appointment Eligible Family Members (AEFMs):** is an Eligible Family Member (EFM) who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets **all** of the following criteria:
 - U.S. citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority;
 - Is resident at the sponsoring employee's or uniform service members' post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad;
 - And does **NOT** receive an U.S. government annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. **Eligible Family Members (EFMs):** Family Members at least age 18 and listed **on the travel orders** of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority but who do not meet the definition of AEFM above.
3. **Member of Household (MOH):** A MOH is a person who 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Will resides at post with the sponsoring employee. This category may include: unmarried partners of the same and/or opposite sex, parents, and other relatives or adult children (21 and over) who fall outside the Department's current legal and statutory definition of EFM (6 FAM 111.3).
4. **Ordinarily Resident (OR):** A citizen of the host country (Germany) or a citizen of another country (U.S. citizen, EU national, etc.) who has shifted their main residency focus to the host country and has the required work and/or residency permit for employment in country. *OR applicants must be residing in country to be eligible for consideration.*
5. **Not-Ordinarily Resident (NOR):** A non-host country citizen (U.S. citizen or foreign national) who, although temporarily legally resident in the host country, is not permanently resident. AEFMs, EFMs and MOHs of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law. *AEFMs/EFMs need not be in country in order to be considered for employment.*

Drafted: MGT/HR: FBachmann Cleared: MGT/HR: CAschowitz Approved: MGT: RCBryson
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Distribution: All Local Personnel, American Embassy Berlin, AmConGen Düsseldorf, Hamburg, Leipzig, München

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